



INFORMATIONAL OVERVIEW

Direct Payments from Presidential Transition Appropriation

The Presidential Transition Act authorizes an appropriation to be made available to the Outgoing President and Outgoing Vice President that is administered by the General Services Administration (GSA) on their behalf.

In implementation, this allows for the Outgoing President and the Outgoing Vice President or their designees to enter into agreements or contracts directly and seek reimbursement from the Presidential Transition Appropriation for invoices paid through the separate 501(c)(4) or Limited Liability Corporation (LLC). Alternatively, they may instruct GSA to make a direct payment to a vendor for invoices. In addition, they may direct GSA to conduct a procurement on their behalf. Any procurements conducted by GSA must follow the Federal Acquisition Regulations and GSA policies. This memo covers the reimbursement process for direct payments to reimburse the 501(c)(4) or Limited Liability Corporation (LLC) or direct payments to vendors.

Summary of Direct Payment Process

There are four phases to the Direct Payment Process:

- Pre-work on the recipient entity side to ensure that GSA is able to make a direct payment to the recipient entity;
- Formal request from the Outgoing Presidential Transition Team;
- GSA review of the formal request; and
- Direct payment processing and close out.

Pre-work: In order to receive a direct payment from GSA, the receiving entity must register in the System for Award Management (SAM), a Federally owned and operated website that serves as a central registration point for government contractors.

In order to register in SAM, the receiving entity must have a Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If the entity needs a DUNS number, one will be provided free of charge. The receiving entity can call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform> to receive a DUNS number for free. It will take 1-2 business days for a new DUNS number to become active and available for SAM registration.

Instructions for registering in SAM can be found at this link:

https://www.sam.gov/SAM/transcript/Quick_Guide_for_Contract_Registrations.pdf

To complete registration in SAM the entity will need:

1. The entity's DUNS Number, Legal Business Name, and Physical Address from its Dun & Bradstreet (D&B) record
2. The entity's Taxpayer Identification Number (TIN) and Taxpayer Name associated with the TIN. This information can be found on tax documents from the IRS (such as a 1099 or W-2 form) to find the Taxpayer Name.
3. The entity's bank's routing number, bank account number, and bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

Entities should allow up to 10 business days after submitting registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.

The GSA Presidential Transition Support Team will need information about the entity in order to add the vendor to GSA's financial system, Pegasys.

Note: For all direct payment requests below \$2,500.00, and for some direct payment requests for services and all requests for goods (such as supplies) below \$10,000.00, SAM registration is not required. GSA will still require detailed vendor information to make the payment.

Formal Request for Direct Payment: To request a direct payment, an Outgoing Transition Team employee authorized to approve spending against the Presidential Transition Appropriation should submit a formal request to GSA for direct payment and provide an invoice to support the payment amount. A signed/digitally signed memo is preferred (see examples in Appendix 1) but email is also acceptable. For direct payments other than those to individuals, the request should include the DUNS number for the recipient entity, if available, and confirm that the vendor is registered in SAM. This will greatly assist in expediting direct payments.

GSA Review of Formal Request: After receiving a formal request, GSA will review the request and determine what amount of the request can be paid for through the Outgoing Presidential Transition Appropriation. This review involves comparing the request to the purposes authorized under the Presidential Transition Act, the purchase date/term of the invoice to the time period that the Outgoing Presidential Transition Appropriation is authorized for use, and amount to the remaining funds available in the Outgoing Presidential Transition Appropriation. The payment cannot exceed the remaining amount of the appropriation.

GSA will respond to the requester with GSA's determination of what amount of the request can be paid for through the Outgoing Presidential Transition Appropriation, and, if full payment is not approved, the reason for partial payment or non-payment (see examples in Appendix 1).

Direct Payment Processing: After GSA finalizes the amount that is able to be paid for through the Presidential Transition Appropriation, the direct payment request will be routed inside of GSA for processing.

GSA's current plan is that payments will be processed in 10 business days. In the event that the recipient entity is not registered in SAM, the payment to that vendor will be delayed until after they have registered in SAM.

Types of Activities Where Direct Payments May Be Applicable and Authorized Amounts GSA is Able to Pay

All requests for direct payments follow the process outlined above. The Presidential Transition Act statute specifies limits on what GSA is able to pay for certain activities. The sections below provide a high level overview of the reviews that GSA will be conducting to determine the amount that is able to be approved for direct payment. This is not meant to be a complete list and direct payments for other activities may be allowable.

Experts and Consultants:

This guidance applies to requests for reimbursement consultant services that GSA has determined are for services authorized under the transition statute and for which the period of performance aligns to the period of availability for the funding.

The statute allows for payments to consultants at a maximum daily rate of **\$550.48**. For requests for direct payments to the 501(c)(4) or Limited Liability Corporation (LLC) or direct payments to the expert or consultant, GSA will calculate the daily rate based on the period of performance on the invoice provided and the amount on the invoice. If the daily rate is above the authorized maximum daily rate, GSA will notify the customer team of the partial payment amount authorized.

Goods (Such as Supplies):

GSA may make direct payments to reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for purchases of goods (such as supplies). To make a direct payment for purchases of goods, the requester should provide a receipt or invoice showing the date of the purchase and the full list of items purchased.

GSA will not make a direct payment to reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for purchases of food, beverages, or items such as beverage cups, plastic cutlery, or paper napkins.

GSA will calculate the allowable direct payment amount after reviewing the items purchased and the date of the purchase. If GSA is not able to make a direct payment for the full amount of the receipt or invoice, GSA will notify the customer team of the partial payment amount authorized, if any.

Charter Jet Reimbursements:

GSA is able to make reimbursements to the 501(c)(4) or Limited Liability Corporation (LLC) or direct payments to the charter jet provider for charter jet costs associated with the passengers affiliated with the Presidential Transition.

This is generally defined as the Outgoing President and Outgoing Vice President, their spouses, and any Outgoing Presidential Transition Team members. For GSA's purposes, Outgoing Presidential Transition Team members include any team member receiving a salary through the Presidential Transition Appropriation or who has been issued GSA government-furnished equipment (GFE).

GSA past practice is that GSA does not pay the charter jet vendor for the total cost of the flight and seek reimbursement from the 501(c)(4) or Limited Liability Corporation (LLC) or individuals for the costs associated with press, guests or family members not identified above.

To request a reimbursement for charter jet expenses, the requester must provide the passenger manifest with the passengers identified who meet the criteria as well as the invoice for the costs of the charter jet, including the departure and arrival city. GSA will use this information to calculate the allowable direct payment amount.

In the 2016/2017 Transition Cycle, GSA and the U.S. Secret Service (USSS) entered into an interagency agreement to allow GSA to make payments for the allowable expenses associated with USSS passengers on charter jets and secure reimbursement from USSS through the regular interagency agreement process. In 2016, USSS authorized GSA to make direct payments for each USSS traveler for the lowest of the two below rates:

- 1) The per person cost of the charter flight; or
- 2) The lowest cost available first rate fare for the given segment and rate from the USSS authoritative source, SATO Travel.

Hotels and Meals and Incidentals:

If requested by the Outgoing Presidential Transition Team, GSA can make payments to Outgoing Presidential Transition Team employees for hotel and meals and incidentals costs up to the applicable limit, including limitations on amounts for the first and last day of travel. More information on the current per diem rates can be found on [GSA's website](#).

To request direct payment for hotels and meals and incidentals costs, the Outgoing Presidential Transition designee should submit a package to GSA that includes the paper voucher using the optional form [OF-1012](#) and receipts associated with all expenses over \$75. Travelers who are not receiving their paycheck directly from GSA will need to submit an Electronic Funds Transfer (EFT) enrollment form in order to provide GSA with the information to make the direct payment.

GSA will review the paper voucher and receipts against the per diem regulations and verify the amount that can be reimbursed. If GSA determines that there is an issue with the voucher amount, GSA will provide a description of what needs to be addressed and request an updated paper voucher.

GSA is only able to make payments for taxi/ride share costs for trips to and from the airport or train station and at the travel destination.

Specialty Office Supplies:

If requested by the Outgoing Presidential Transition Team, GSA can make payments to the Outgoing Presidential Transition Team employees for costs associated with specialty office supplies.

To request direct payment for the cost of specialty office supplies, the Outgoing Presidential Transition designee should submit a package to GSA that includes all receipts associated with the purchase. Employees who are not receiving their paycheck directly from GSA will need to submit an Electronic Funds Transfer (EFT) enrollment form in order to provide GSA with the information to make the direct payment.

GSA will review the receipts and calculate the allowable direct payment amount after reviewing the items purchased and the date of the purchase. If GSA is not able to make a direct payment for the full amount of the receipt or invoice, GSA will notify the customer team of the partial payment amount authorized, if any

Appendix 1: Examples of Requests for Direct Payment and Responses to Requests for Direct Payments

Example 1: Request for Direct Payment to Contractor

E-Mail Request for Direct Payment to Contractor

To Whom it May Concern,

The [NAME] Transition Team is requesting direct payment to [ENTITY NAME/CONTRACTOR NAME]. The DUNS number for this entity is [ENTITY DUNS NUMBER] and the company is registered in the System for Award Management.

This request for direct payment is for consultant services provided [DATE RANGE OF SERVICES] in the amount of \$[DOLLAR AMOUNT]. The invoice for these services is attached. We understand that GSA will not make a direct payment for any expenses in excess of the statutory limit.

As a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the [NAME] Transition Team, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,
[NAME OF DESIGNEE]

GSA E-Mail Response to Request for Direct Payment to Contractor

Hello [REQUESTER],

GSA has reviewed the request for direct payment to [ENTITY NAME/CONTRACTOR NAME] for consultant services provided [DATE RANGE OF SERVICES]. GSA has compared the daily rate for this invoice for contract services to the daily rate allowable under the statute. Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is [DOLLAR AMOUNT]. [IF AMOUNT IS LESS THAN INVOICE AMOUNT] Documentation supporting this calculation is attached.

I have verified that you are a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment in this amount for processing.

Thanks,
[GSA Approving Official]

Example 2: Request for Direct Payment for Reimbursement for Goods (Supplies)

E-Mail Request for Direct Payment for Goods (Supplies)

To Whom it May Concern,

The [NAME] Transition Team is requesting direct payment to the 501(c)(4) organization or Limited Liability Corporation (LLC) [Entity Name]. The DUNS number for this entity is [ENTITY DUNS NUMBER] and the organization is registered in the System for Award Management.

This request for direct payment is for previously incurred expenses for specialty office supplies. The receipt for the supplies purchased is attached.

As a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the [NAME] Transition Team, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,
[NAME OF DESIGNEE]

E-Mail Response for Request for Direct Payment for Goods

Hello [REQUESTER],

GSA has reviewed the request for direct payment to the 501(c)(4) organization or Limited Liability Corporation (LLC) [Entity Name] for previously incurred expenses for specialty office supplies. We have reviewed each item purchased against the activities authorized in the Presidential Transition Act Statute. Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is [DOLLAR AMOUNT]. [IF AMOUNT IS LESS THAN INVOICE AMOUNT] Documentation supporting this calculation is attached.

I have verified that you are a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment in this amount for processing.

Thanks,

[GSA Approving Official]

Example 3: Request for Direct Payment for Charter Jet Expenses and GSA Response to Request for Direct Payment for Charter Jet Expenses

Formal Letter Requesting Direct Payment to Reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for Previously Incurred Charter Jet Expenses

[DATE]

To Whom it May Concern,

The [NAME] Transition Team is requesting direct payment to the 501(c)(4) organization or Limited Liability Corporation (LLC) [Entity Name]. The DUNS number for this entity is [ENTITY DUNS NUMBER] and the organization is registered in the System for Award Management.

This request for direct payment is for previously incurred charter jet expenses.

The first accompanying PDF shows the passenger manifest for the charter jet trip from [ORIGIN] to [DESTINATION] on [DATE]. We have highlighted the passengers for whom we are requesting reimbursement. Consistent with GSA policies, the passengers identified are limited to:

- 1) The Outgoing President, Outgoing Vice President, and their spouses;
- 2) Transition Team employees, defined as persons paid through the Presidential Transition Appropriation in the most recent pay period or who have been issued IT equipment by GSA; and
- 3) U.S. Secret Service Employees.

The second accompanying PDF is the paid invoice for this charter jet trip and includes the departure and arrival city.

We understand that GSA will not reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for any expenses for passengers who do not fall into the above categories. We understand that GSA will not reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for expenses for U.S. Secret Service Employees in excess of the City Pair rate for the same route.

As a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the [NAME] Transition Team, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Sincerely,

[Digital Signature or Wet Ink Signature]

[Designee Name]

[Designee Title]

Formal Letter Response to Request for Direct Payment to 501(c)(4) or Limited Liability Corporation (LLC) for Reimbursement for Charter Jet Expenses

[DATE]

Dear [REQUESTER],

GSA has reviewed the request for direct payment to direct payment to the 501(c)(4) organization or Limited Liability Corporation (LLC) [ENTITY NAME] for previously incurred charter jet expenses. GSA has compared the passengers identified on the passenger manifest to the categories of passengers for whom reimbursement is allowable. The United States Secret Service has also provided the SATO Travel first-class fare, as provided by SATO Travel, for the given segment and date, for the purposes of calculating the allowable reimbursable amount for passengers from the U.S. Secret Service.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is [DOLLAR AMOUNT]. Documentation supporting this calculation is attached.

I have verified that you are a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment in this amount for processing.

Thank you,

[Digital Signature or Wet Ink Signature]

[GSA Authorizing Official Name]

[GSA Authorizing Official Title]

Example 4: Request for Direct Payment for Hotel and Meals and Incidentals Costs for Outgoing Presidential Transition Team Employees and GSA Response to Request for

Direct Payment for Hotel and Meals and Incidentals Costs for Outgoing Presidential Transition Team Employees.

Formal Letter Requesting Direct Payment to Reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for Previously Incurred Hotel and Meals and Incidentals Costs

[DATE]

To Whom it May Concern,

The [NAME] Transition Team is requesting direct payment to a transition team employee, [FULL NAME OF EMPLOYEE]. [IF NEW RECIPIENT] The Electronic Funds Transfer form for the employee will be provided in a password protected file under separate cover.

This request for direct payment is for previously incurred hotel and meals and incidentals costs.

The first attached PDF shows the paper voucher using the form OF-1012.

The second attachment shows receipts associated with all expenses over \$75.

We understand that GSA will not reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for any expenses in excess of the allowable per diem amount, including any adjustments to the allowable per diem for the first and last day of the trip.

As a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the [NAME] Transition Team, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Sincerely,

[Digital Signature or Wet Ink Signature]

[Designee Name]

[Designee Title]

Formal Letter Response to Request for Hotel and Meals and Incidentals Costs for Outgoing Presidential Transition Team Employees

[DATE]

Dear [REQUESTER],

GSA has reviewed the request for direct payment to a transition team employee for previously incurred hotel and meals and incidentals costs. GSA has reviewed the OF-1012 paper voucher as well as the receipts associated with all expenses over \$75.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is [DOLLAR AMOUNT]. Documentation supporting this calculation is attached.

I have verified that you are a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment in this amount for processing.

Thank you,
[Digital Signature or Wet Ink Signature]

[GSA Authorizing Official Name]
[GSA Authorizing Official Title]

Example 5: Request for Reimbursement of Goods for Employees

Formal Letter Requesting Reimbursement of Goods for Employee

The [NAME] Transition Team is requesting direct payment to a transition team employee, [FULL NAME OF EMPLOYEE]. [IF NEW RECIPIENT] The Electronic Funds Transfer form for the employee will be provided in a password protected file under separate cover.

This request for direct payment is for previously incurred expenses for specialty office supplies. The receipt for the supplies purchased is attached.

As a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the [NAME] Transition Team, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,
[NAME OF DESIGNEE]

Formal Letter Response to Request for Reimbursement of Goods for Employees

[DATE]

Dear [REQUESTER],

GSA has reviewed the request for direct payment to a transition team employee for previously incurred expenses for specialty office supplies. GSA has reviewed the receipts associated with the purchase.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is [DOLLAR AMOUNT]. Documentation supporting this calculation is attached.

I have verified that you are a designee of the [OUTGOING PRESIDENT or OUTGOING VICE PRESIDENT] for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to [FULL NAME OF EMPLOYEE] in this amount for processing.

Thank you,
[Digital Signature or Wet Ink Signature]

[GSA Authorizing Official Name]
[GSA Authorizing Official Title]